

# CONSTITUTION OF STATE 4-H LEADERS ASSOCIATION

## NAME

South Dakota 4-H Leaders Association

## ARTICLE I – PURPOSE

- Section 1.** To serve as the official, non-profit organization for the 4-H leaders of South Dakota.
- Section 2.** To establish and promote a mutually helpful exchange of information on 4-H educational programs among 4-H leaders.
- Section 3.** To help in enlarging the field of 4-H.
- Section 4.** To cooperate with the SDSU Extension in sponsoring, promoting, and conducting educational programs and projects to meet the needs and interests of youth in South Dakota.
- Section 5.** Work in Cooperation with SDSU Extension personnel to ensure that 4-H events & activities have adequate leadership and support.
- Section 6.** To encourage a uniform high standard of excellence in 4-H educational programs and events.

## ARTICLE II – MEMBERSHIP

- Section 1.** For membership purposes a 4-H Leader is any 4-H leader (club, or county key leader, organizational leader, project leader, activity leader), Extension personnel, parent or volunteer aiding the educational programs of 4-H. Any 4-H leader, without regard to race, sex, religion, national origin, age, disability, or other legally protected classification, may become a voting member of this Association upon payment of annual dues and a completed SDSU Extension Extension Volunteer Application form.
- Section 2.** Registered volunteers will be required to follow all rules in accordance with the established guidelines of the Youth Protection Standards established by the South Dakota 4-H Youth Development Program.
- Section 3.** Participation in 4-H is a privilege, and participants are expected to show respect and cooperation to other participants. Each member is expected to abide by the same codes and guidelines established for South Dakota 4-H members. Participants may be removed from 4-H programs or activities for misconduct.

### **ARTICLE III – EXECUTIVE BOARD**

- Section 1.** The State shall be divided into Districts as defined in Addendum 1.
- Section 2.** The Executive Board shall be composed of one Representative from each District.
- Section 3.** The immediate Past President shall be an ex-officio member of the Executive Board.
- Section 4.** Officers of this organization shall be composed of the President, Vice President, and Secretary. The Position of President shall be a 2-year term initiated at the annual meeting of the Association. The Representative will continue to serve the full term of President even if his/her respective term as a District Representative would end during his/her period in office, and he/she would continue to be a full member of the Board until his/her term as President would end. The President is not permitted to succeed himself/herself. The Vice President & Secretary are to be elected yearly by the board. They may succeed themselves for no more than three (3) years. The President, Vice President, Secretary, and immediate Past President comprises the Executive Committee.
- Section 5.** An Executive Secretary, hired by the Executive Board, shall be a non-voting member of the Executive Board. This person will carry out specific responsibilities as determined by the Board.
- Section 6.** The State 4-H Program Coordinator (or a designee) shall serve as non-voting Advisor to the Executive Board and the executive committee.
- Section 7.** An Executive Board member may serve for a three-year term with eligibility to serve another three-year term.
- Section 8.** Duties of the Executive Board Officers shall be the usual duties of such officers in other organizations.
- Section 9.** Each District may have a junior leader voting member on the executive board. This junior leader will not be responsible to pay dues.

### **ARTICLE IV –DISTRICT REPRESENTATIVES**

- Section 1.** Eligibility. Each District is responsible for appointing a board representative and alternate from their counties. Both the representative and the alternate are expected to attend the board meetings, with the representative as the voting member of the board. The alternate may fulfill the representative office if the representative is unable to attend a meeting, function, or cannot complete their term.

**Section 2.** Eligibility to be a Representative. The nominee must meet the criteria outlined in Article II, Section 1, 2 & 3, within the District; and must be a paid member of the State 4-H Leaders Association for the current year. The nominee will assume the responsibility involved as a member of the State Executive Board including attending the necessary Executive Board Meetings.

**Section 3.** The District Representative Shall Serve a Term of Three Years and may succeed themselves only once for another three-year term. The term of office begins immediately following the conclusion of the Annual state meeting held in conjunction with the State 4-H Leaders Conference.

**Section 6.** Terms of Office: The terms of office for the Districts will follow a 3 year rotation according to the following District groups:

Group 1      N1, S1, W1, W4, S4

Group 2      N2, S2, W2, N4

Group 3      N3, S3, W3, S5

The three year rotation schedule is notated in Addendum 1.

## **ARTICLE V – MEETING**

**Section 1.** Annual Meeting. The State 4-H Leaders Association shall hold an annual business meeting set by the State 4-H Leaders Board. Voting members attending the annual meeting will constitute a quorum for transacting business.

**Section 2.** Executive Board Meetings. At least two Executive Board Meetings shall be held during the year. Additional meetings may be called by the President. A majority of the Executive Board in attendance shall constitute a quorum for transacting business at a meeting. The Executive committee may transact business of the association.

**Section 3.** Meetings by Teleconference. Members may participate in, and take action, by mean of teleconference, or similar communications equipment, which allows all persons participating in the meeting to hear each other at the same time. Participation by members in a teleconference constitutes presence in person at a meeting.

**Section 4.** The Affiliate Conducts All Business Based on these Adaptations  
1. Motto – The official motto shall be *“To Make The Best Better.”*  
2. The club emblem shall be the four-leaf clover with an “H” on each leaf.  
3. The 4-H Pledge will be used at meetings.

**Section 5.** Action by Email. The Executive Board may take action by email vote on issues that have previously been discussed at a regular or special meeting, but require additional

information before a fully informed decision can be made. Such email actions require a two-thirds (2/3) vote of the Executive Board.

### **ARTICLE VI – AMENDMENTS**

- Section 1.** The Constitution may be amended by a two-thirds vote of all members present at the annual business meeting.
- Section 2.** Proposed amendments to the Constitution must be previewed by the Executive Board prior to the business meeting.
- Section 3.** The by-laws may be amended by a majority vote at the annual business meeting.
- Section 4.** Proposed amendments to the Constitution must be presented to the Executive Board at least two (2) weeks prior to the annual business meeting.

### **ARTICLE VII – FISCAL OPERATIONS**

To be recognized as a 4-H Affiliate in good standing, the affiliate will follow all rules according to the SDSU Extension FUNDS POLICY for 4-H Chartered Clubs and Affiliates in accordance with state and federal regulations.

### **ARTICLE VIII – DISSOLUTION**

The State 4-H Leaders Association shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the state leaders association. The association at that time will determine how to distribute any and/or all of the association resources. Upon the dissolution or other termination of the State 4-H Leaders Association, the Executive Board shall, after paying or making provision for the payment of all liabilities of the organization, transfer all the property and assets of the organization to such non-profit organization or non-profit organizations having the primary purpose of promoting, sponsoring and conducting 4-H educational program and projects and other such 4-H educational programs and activities similar to those of the South Dakota 4-H Leaders Association. No part of the property or assets or any of the proceeds shall be distributed or inure to the benefit of any private individual. Any assets not so disposed of shall be disposed of by the Circuit Court of competent jurisdiction in the State of South Dakota.

Upon dissolution and termination of the state 4-H leaders association for any reason, the officers shall take account of the association's assets and liabilities and shall liquidate the assets and shall apply and distribute the proceeds as follows:

- To the payments of the debts and liabilities of the association.
- To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the association.

- The remaining balance shall be distributed to such non-profit organization or non-profit organizations having the primary purpose of promoting, sponsoring and conducting 4-H educational program and projects and other such public activities similar to those of the South Dakota 4-H Leaders Association for the purpose of program development directly related to the enrichment of the 4-H youth program.

A complete accounting will be provided to the state 4-H office and to the remaining members of the association.

# **BY-LAWS OF THE STATE 4-H LEADERS ASSOCIATION**

## **ARTICLE I – DUES**

Each member of this Association shall pay an annual membership fee per designated leader as set by the Association at the annual meeting. These dues shall be used for the expense of the Association in conducting its business. Dues shall be paid to the executive secretary of the Association. These dues are payable by January 1 of the current year.

## **ARTICLE II – RESOLUTIONS**

Resolutions must be previewed the day before the annual business meeting.

## **ARTICLE III – EXPENSES**

- Section 1.** Board Member Expenses Reimbursements:
- Transportation-at current state mileage rate
  - Meals-Current state rate
  - Lodging-negotiated by Executive Secretary for best hotel rate with reimbursement at that limit regardless of lodging choice
  - Expenses-a bill must be submitted within 30 days or forfeit the amount

**Section 2.** The Executive Secretary shall be allowed a salary plus expenses as set by the Executive Board. Salary to be determined yearly by the Executive Board at the annual meeting.

## **ARTICLE IV – COMMITTEES**

**Section 1.** Officers. The Executive Committee shall have the responsibility of taking action on items not requiring the attention of the total Board and those items which require immediate decision for expediting Association business.

**Section 2.** Standing Committees. The Executive Board has the right to appoint such committees as necessary to conduct the business of the Association. Members of the committees may be drawn from the membership of the organization at large.

**Section 3.** Audit Committee. An audit committee will be made available to the respective State 4-H Office in accordance with any rules set forth through the SDSU Extension Funds Policy Document.

**Section 4.** Committees. The President of the State 4-H Leaders Association shall appoint whatever other committees as may be necessary to carry on the activities of the Association.

## **ARTICLE V –ROLES & RESPONSIBILITIES OF THE EXECUTIVE BOARD**

### **Section 1.      Role of the State Leaders Association President**

- **Develop a relationship of open communication between and with the board members.**
- **Develop a insight of positions, the roles and responsibilities for the appointment of committees from the board members.**
- **Be aware of the needs throughout the state to develop a knowledge of the 4-H Program in the state.**
- **Assist in the location and facilities available for meeting sites.**
- **With the Advisor and Executive Secretary, plan the agenda for the board meetings.**
- **Appoint a committee annually to audit or recommend someone to audit the organizations transactions.**

### **Section 2      Role of the State Leaders Association Vice-President**

- **The Vice-President, will become familiar with the duties of the presidential office and will be ready to serve in that capacity at any time in the absence of the president.**
- **Strive in every way to aid in upholding the dignity of the organization.**
- **The Vice-President may assume the duties of president in the second year.**

### **Section 3      Role of the Secretary**

- **The Secretary will keep and distribute minutes of the meetings. The Secretary's book will be passed on to the new secretary each year. The organization will depend upon the secretary to have complete set of meeting records at all times.**

### **Section 4      Qualifications, Roles and Responsibilities of the State 4-H Program Coordinator/Liaison**

- **Must be an active member of South Dakota State Extension staff.**
- **Meet with committees as needed.**
- **Assist with Association activities such as barbecue, dance, and any other activity that is scheduled.**
- **Provide avenues to assist in training programs.**
- **Provide advise to 4-H Leaders Association**
- **Be an active liaison between state staff and the 4-H Leaders.**
- **Correspond as necessary to keep Association up-to-date and informed.**

- Forward resolutions passed at 4-H Leaders State meeting to State staff and provide feedback to association board members.

**Section 5**      **Qualifications, Roles and Responsibilities of the Executive Secretary**

- The Executive Secretary will have abilities in corresponding, computer, organizing, and accounting.
- Must be available for more than one year, in order to give continuity to the organization based on favorable evaluation.
- Maintain an accurate record of all financial records and correspondence of the Association.
- Will maintain an accurate list of current members by county.
- Contact donors, groups and/or firms to solicit financial support for all State Leaders event.
- Be responsible for reservations and registrations at State 4-H Leaders Events.
- Write 4-H Publicity articles for newspapers, radio, and television.
- Write thank you letters on behalf of the Association.
- Perform other duties as officers and members of Association find necessary.
- Checks will be issued within 2 weeks upon receipt of completed application forms for State 4-H conference, performing arts, and any other scholarship application completed and all other checks will be issued within two (2) weeks of 4-H Leader’s Executive Board approval.
- The Board will review Job performance annually and discuss re-employment. If re-employment is not offered or a resignation took place, all records and other items/property of the association will be turned over to the current president or the replacement (if hired) within two weeks of resignation.

**ARTICLE VI – PARLIAMENTARY AUTHORITY**

**Section 1.**      A parliamentarian may be appointed by the President for the annual business meeting of the State Association prior to the annual meeting.

**Section 2.**      Roberts Rules of Order may be the authority in matters not covered by the Constitution and the By-Laws.

**Section 3.**      The Executive Board may develop and implement policies as needed for the operation and management of the Association.

**Section 4.**      Proposed amendments to the by-laws must be presented & reviewed by the Executive Board prior to any full meeting of the association. By laws may be amended at any full meeting of the association.



Revisions approved:

January 2002 at the annual business meeting of the State 4-H Leaders Association.

Revisions approved:

April 2008 at the annual business meeting of the State 4-H Leaders Association.

Revisions approved:

April 2009 at the annual business meeting of the State 4-H Leaders Association.

## ADDENDUM 1

District	Counties	Term Expires
N1	McPherson, Edmunds, Brown, Marshall, Day	Spring 2015
N2	Beadle, Hand Spink	Spring 2016
N3	Roberts, Grant, Hamlin, Codington, Deuel, Clark	Spring 2014
N4	Potter, Faulk, Sully, Hyde, Hughes, Stanley	Spring 2016
S1	Minnehaha, Turner, Lincoln	Spring 2015
S2	Clay, Union, Yankton	Spring 2016
S3	Kingsbury, Brookings, Miner, Lake, Moody, McCook	Spring 2014
S4	Charles Mix, Douglas, Hutchinson, Bon Homme	Spring 2015
S5	Buffalo, Jerauld, Sanborn, Brule, Aurora, Davison, Hanson	Spring 2014
W1	Bennett, Custer, Fall River, Haakon, Jackson Pennington, Shannon	Spring 2015
W2	Butte, Harding, Lawrence, Meade, Perkins	Spring 2016
W3	Jones, Lyman, Mellette, Todd, Tripp, Gregory	Spring 2014
W4	Corson, Campbell, Walworth, Ziebach, Dewey	Spring 2015